

DIRECTORATE OF ADMINISTRATION MBO PROGRAM

SECTION III  
GUIDELINES FOR FORM 3629

Form 3629, Objective and Action Plan, is designed to provide a fiscal year "snapshot" of a given objective. The following instructions are intended to detail the information required in each section of the form.

1. Action Plan (Milestones)

- a. List and number the action items.
- b. Indicate the scheduled date for that item by placing an "O" in the appropriate month column.
- c. Indicate a revised scheduled date by placing an "O" in the corresponding column and typing a dotted line between the old and new indicators.
- d. When an item is completed, type an "X" in the column indicating month of completion. If an item is completed when scheduled, an "X" will appear in the column.

2. Objective Numbers

- Objective numbers are assigned by MS/DDA. The objective number is in the format OO-NN-YY where
  - OO is the office code
  - NN is a number assigned by MS
  - YY is the year the objective was initially adopted

A multi-year objective should retain its number, including the original year digits for the duration of its development.

3. Resource Estimates

- a. The resource estimate block should include information for the current fiscal year and projections for four outyears. In addition, at least a cumulative figure for all past years should be included, space permitting.

(over)

### SECTION III - GUIDELINES FOR FORM 3629 (continued)

b. The WKYR figure includes workyears for full-time permanent positions. Contractor positions should not be included in this figure, but the cost of contractor support should be added to the DOLLARS figure for the year in question.

c. The DOLLARS figure should include personal services and nonpersonal services dollars. Personal services costs can be calculated by using office average grade cost as the multiplier and your WKYRs estimate as the multiplicand.

d. If portions of the resources involve non-funded requirements, a breakdown of funded and non-funded resources should be included below the resources block. If all resources are unfunded, a note to that effect should be placed below the resources block.

#### 4. Status

Status of the overall objective is defined as status of the completion date of the critical path. A milestone not on the critical path can either be ahead of or behind schedule without affecting the overall status of the objective.

DDA Guidance Paper

I. DA Mission:

II. Problem:

--How to adequately provide necessary services to fulfill the Agency's mission during a period of high inflation, doing more with less, increasing overseas and domestic commitments, loss of attraction for overseas duty, and strong competition for both human and financial resources.

III. Facts Bearing on the Problem:

IV. Assumptions Bearing on the Problem:

V. DA Goals:

DDA Guidance Paper

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V. DA Goals: